



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER, SPECIALIST

\$3,841-\$4,670

ACCOUNTING SERVICES BUREAU
SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Senior Accounting Officer, Supervisor, the Accounting Officer, Specialist performs various professional accounting duties in the General Ledger Unit. Duties include: performs monthly bank reconciliation for various departmental funds; reconciles and maintains Federal Cash transactions, prepares Federal Financial Reports for grant funds; establishes and maintains the Appropriation Status Report for three active years of each program; maintains Unclaimed Property records; analyzes, reviews, validates and processes property claim forms to ensure proper distribution of property; reconciles receipts, disbursements, and General Cash financial records; reviews and maintains the accuracy of General Ledger accounts; analyzes financial records of the department; provides assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accounting Officer level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.

All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Officer, Specialist #192-4546-007" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: May 24, 2012 or Until Filled

NOTE: Interested individuals, including list eligibility, must submit applications by the final filing date in order to be considered for this position.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
